

## **Wood Green Academy.**

### **Staffing Sub Committee Constitution.**

#### **Responsible for:**

#### **1.. Recruitment and Selection.**

##### **1.1 Policy.**

- To review the Recruitment and Selection Policy on an annual basis, making suitable recommendations to the Governing Body, and ensure that it is implemented with due regard to equal opportunity and Safer Recruitment legislation.

#### **2 2.1 Appointments and Promotions.**

- To ensure\* the composition of the recruitment and selection panel empowered to take decisions about appointments and promotions, consists of at least 1 person who has completed the Safer Recruitment training package, and for the following posts is as follows:

##### **For the Headteacher.**

To be decided by the Chair of Governors in agreement with the Vice Chair of Governors and the other Governors listed in the Selection Panel Membership (Appendix A).

##### **For Deputy Headteachers.**

The Chair or Vice Chair of Governors and one other Governor, (From the Selection Panel Membership list), and the Headteacher.

##### **For Assistant Headteachers.**

The Chair of the Staffing Sub Committee, one other Governor ideally from the Staffing Sub Committee, and the Headteacher

##### **For Teaching Staff, (Excluding the Headteacher, Deputy and Assistant Headteachers).**

One Governor, ideally from the Staffing Sub Committee, and one member of Senior Team.

##### **Teaching and Learning Responsibility Points.**

One Governor, ideally from the Staffing Sub Committee, and one member of Senior Team.

##### **Support Staff – Full Time.**

Principal and Senior Officer Posts - as for Teaching Staff.  
Other - as for Teaching and Learning Responsibility Points.

##### **Support Staff – Part Time.**



One member of the Senior Team, (Including the Office Manager), and a Middle Manager, (A Head of Department or Year, or a Senior Officer on the support staff team).

\*Notes:

1. Where the required number of Governors are not available Chair's action can be taken to vary the composition of the panel, (With the exception of the Head and Deputy Head panels), provided that at least two people are involved.

2. Any appointment that does not involve Governors should be reported to and recorded in the minutes of the Full Governing Body. This is to inform the Committee that the appointments have been made and to give Governors the opportunity to confirm delegated powers have been used appropriately

### **3. Child Protection.**

- To maintain a record of enhanced DBS checks and a record of qualification for all staff and ensure that employment commencement is conditional and follows receipt of satisfactory enhanced DBS disclosure.
- To maintain a Single Central Record. Which will contain:
  - ID Checks – Passport / Birth certificate / NI card
  - Qualification checks – Degree, QTS , GTC Registration and NPQH if appropriate (Other qualifications as applicants detail in their application form)
  - Permission to work in the UK
  - DBS Enhanced Disclosure
  - Further Overseas Criminal Record Checks where appropriate

### **4. Performance Management Policy.**

- To undertake an annual review of the Performance Management policies for Teaching and Support Staff and recommend it to the Full Governing Body for adoption.
- To ensure that the School Improvement Plan takes staff training and development needs into account.

### **6. Maternity, Paternity and Job Share.**

- To be aware of Paternity, Maternity, shared Parental leave and Job Share procedures and ensure that they are implemented consistently, fairly and in line with legislation.

### **7. Leave of Absence.**

- To be aware of the Management of Absence procedures and to ensure that they are implemented consistently and fairly.

### **8. Grievance, Harassment and Bullying Procedures.**

- To be aware of the above procedures for school based staff and ensure they are implemented consistently, fairly, and in line with legislation.



- To review any formal grievance that extends beyond the Headteacher's / Business Manager's remit.

## **9. Discipline Procedures.**

- To be aware of the Disciplinary procedures for school based staff and to ensure they are implemented consistently, fairly and in line with legislation.
- To hear any appeals made under the disciplinary procedures.
- To review and approve any decision regarding a formal warning.
- To consider any cases, where the Headteacher, after an investigation has deemed that a member of staff has a case to answer against allegations against them which may lead to a final warning or dismissal.

## **10. Management of Absence.**

- To be aware of the absence procedures and ensure they are implemented consistently and fairly.

## **11. Other.**

- Review work life balance.
- Consider applications from staff for secondments, early retirements and leave of absence.
- To ensure all personnel records are held securely.
- Any item referred by the full Governing body.

Date reviewed at Sub Committee	9 <sup>th</sup> November 2015
Date approved at Full Governors	16 <sup>th</sup> November 2015
Date to be reviewed next	Sept 2016